

Frequency Codes & Categories

Addendum B to the *FY 2017 Delaware Senior Center Grant-in-Aid Application*

Instructions

Please use this addendum to complete Section 5 of the Grant-in-Aid application.

Column 1: Activity or Service. List of activities or services your senior center currently offers.

Column 2: Frequency. Indicate the Frequency Code (F1, F2, F3, F4, F5, F6) that represents the Frequency Category of each service offered (*see Examples A–F below*).

Frequency Category	1–2 times per week	3 or more times per week
Less than 12 weeks per year	F 1	F 2
12–29 weeks per year	F 3	F 4
30 or more weeks per year	F 5	F 6

Example A: Service A is offered Monday through Friday daily (5 times per week, 30+ weeks per year). Therefore, the Frequency Code is **F6**.

Example B: Activity B is offered twice a week for 10 months (1–2 times per week, 30+ weeks per year). Therefore, the Frequency Code is **F5**.

Example C: Activity C is offered three times a week from November to March (3 times per week, 12–29 weeks per year). Therefore, the Frequency Code is **F4**.

Example D: Program D is offered twice a week for six weeks starting in February. The six-week program is offered a second time each year starting in September. The program, consequently, is offered a total of 12 weeks each year (1–2 times per week, 12–29 weeks per year). Therefore, the Frequency Code is **F3**.

Example E: Service E is offered Mondays, Tuesdays, and Fridays during July and August (3 times per week, less than 12 weeks per year). Therefore, the Frequency Code is **F2**.

Example F: Service F is offered for two days in November (1–2 times per week for less than 12 weeks per year). Therefore, the Frequency Code is **F1**.

Column 3: Estimated Daily Average Attendance. Estimate the daily average number of program participants for the activities or service in Column 1.